



## ASSISTANT DIRECTOR FOR PROCUREMENTS

The New Jersey Department of the Treasury, Division of Purchase & Property, seeks an Assistant Director for Procurements. Under the direction of the Deputy Director, the Assistant Director will oversee, plan, organize and direct the work operations of a Procurement Unit including the review of specifications, proposals, award recommendations, and evaluation committee reports. In addition, the Assistant Director will assist in policy development, recommendation and implementation; participate in organizational planning and development and in exercising executive control over the procurement of goods and/or services; and participate in the review and coordination of proposed legislation affecting assigned program areas.

### REQUIREMENTS:

**Education:** Bachelor's degree from an accredited college or university. An advanced degree is preferred.

**Experience:** Four (4) years of managerial experience involving procurement for a governmental, not-for-profit, or for-profit organization. The ideal candidate will have excellent writing skills, solid customer service skills, a strong work ethic with the ability to manage a diverse workforce with a diverse workload, and the ability to effectively communicate with a variety of agency officials and vendor representatives. Candidates are **required** to provide samples of their writing as part of the application process.

Salary is commensurate with education and work experience. A comprehensive benefits package is offered as well.

**NOTE FOR FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

**RESIDENCY REQUIREMENT:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

If you are qualified and interested in this position, please send your cover letter, resume, and writing sample, **via e-mail only by May 10, 2017. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

NJ Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use "ADP" in Subject Line)

***New Jersey is an Equal Opportunity Employer***